

25 YEAR RE-REVIEW

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19 FEB 1960

MEMORANDUM FOR: Deputy Director (Plans)

SUBJECT : Simplification of Domestic Travel Procedures

1. One specific task which I gave to the Support Procedures Committee was to review our travel procedures. In pursuing this matter, the Committee initially confined its review to domestic travel and has come up with a proposal which I believe will reduce considerably the procedural work now required. To indicate the significance of domestic travel, it should be noted that in FY 1959 there were 5,414 trips costing an estimated

2. The salient features of the Committee's proposal are:

a. A single form for domestic travel. (Tab A)

This form would take the place of three separate forms which are now required for domestic travel, i.e., (1) Travel Order, (2) Request for Advance, and (3) Travel Voucher.

b. Limited distribution of copies.

Currently, distribution of the three forms required to accomplish domestic travel are:

Travel Orders	8 to 12 copies
Requests for Advance	4 to 6 copies
Travel Vouchers	4 to 6 copies

As noted on the reverse side of the proposed single form, distribution would be limited to four copies. The Committee has advised me that there may be a certain amount of opposition to this limited distribution which does not provide copies for monitoring purposes and extra files such as chronological, numerical, etc. The Committee has convinced me, however, that the proposed distribution is adequate.

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c. Elimination of the requirement for Requesting Official's signature.

The Committee made the point that in most cases the purpose of the trip is known to the Authorizing Official and has been approved by him before the travel order is prepared. Therefore, there should be no formal requirement for the signature of a Requesting Official. In those cases where the Authorizing Official feels it desirable to establish internal controls requiring a signature or initial by another official prior to his formal approval, sufficient space has been made available in the authorizing block for this purpose.

d. Elimination of the requirement for approval of the travel voucher.

A traveler is entitled to reimbursement as authorized in his travel order and provided for in the regulations. Inasmuch as travel must be approved in advance by an Authorizing Official, additional administrative approval is not necessary for the traveler to obtain reimbursement. Also, since the Certifying Officer in the Finance Division insures that the traveler is paid only what his travel order authorizes, it would appear that any further review of the voucher is an unnecessary duplication. The Committee recognized that even in those instances where operational entertainment or payments are specifically authorized in the travel order, certain units may desire to set up an internal procedure to provide for a review of these expenditures. This, of course, would not be inconsistent with the proposal to eliminate the requirement for formal approval.

3. It is the Committee's view that if any worthwhile accomplishment is to be achieved in simplifying and cutting down on procedural work, a fairly firm position will have to be taken to eliminate the long-established practice of requiring numerous copies of certain documents for monitoring and policing purposes. While this practice could perhaps be defended in the past, it is believed that the Agency has matured to a point where such controls, as are necessary, can be exercised through proper staffing and coordination rather than by documentary review of all cases.

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4. If you approve of this proposal in principle we will proceed to obtain the concurrence of the General Accounting Office to use this form for travel on vouchered funds. Following GAO's approval, we will then prepare an Agency Notice for regular coordination.

Signed

L. K. White
Deputy Director
(Support)

Attachment:

Tab A - Form 540b (Domestic Travel)

cc: COPS-DD/P
LSSA-DD/S
C/OPSER
Inspector General
Comptroller
C/Mgt Staff

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